

Executive Committee



Mark Kezios, Chair

Thursday, July 6, 2006
4:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

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Meeting Minutes

Attended: Eric Moore, Keith Thompson, Larry Stähli, Mark Kezios, Randall Furrow

Alternates: Terri Leija for Mary Rose Wilcox

Excused: Fran Garrett, Maclovía Zepeda, Michelle Barker

Absent:

Guests: John Zielinski, John Sapero, Michael Bryson, Jane DuFrane

All of the documents discussed below are available from Planning Council Support.

Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed all the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Mark Kezios determined that quorum was established, with five of nine members present at 4:10 pm.

Review and approval of the meeting minutes for May 4, 2006

MOTION: Keith Thompson moved to accept the document. Eric Moore seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Administrative Agent update

Administrative Agent Jane DuFrane presented a letter from Division of Service Systems Director Doug Morgan outlining the recommendation for technical assistance and capacity building for service providers, specifically fiscal monitoring. The committee discussed HRSA's recommendation to fund \$100,000 of carry-over monies for this purpose.

Max Porter has been named Acting Administrative Director for the AA's office. Richard Matens will still be consulted on issues related to HRSA.

Meeting Minutes *continued*

Committee members expressed disappointment in the denial of funding for a centralized eligibility system. John Sapero said that denial of \$100,000 is only co-incidental to the amount of the technical assistance recommendation now coming from HRSA.

Eric Moore discussed how the Planning Council should approve the changes to the carry over request, even though it may mean a week's delay in submitting the revised request. Members discussed how scoop-up funds (mid-year reallocations) might be used on streamlining eligibility once issues are clarified.

Committee Chair update

Mark Kezios reported that he had a productive visit with Hispanic community members at Chicanos Por La Causa. They reviewed the process by which the council determines funding. He recommends developing consumer fora for each special population which would then be managed by the Education & Empowerment Committee. Attendees reported a lack of knowledge of the availability of services. He will develop ideas on how to assist consumers with benefits counseling.

The Chair thanked John Sapero and Michael Bryson of Planning Council Support for their "brilliant" work on the recent Priority Setting and Resource Allocation data sessions. He also thanked Jane DuFrane, Kevin McNeal and the entire Administrative Agency for their diligent efforts in compiling information and conducting research throughout PSRA.

Committee reports

Allocations Committee: Larry Stähli reported that the committee is recommending revisions to the carry-over request to move \$100,000 from centralized eligibility to fund technical assistance and capacity building for service providers. They developed recommendations for changes in the ranking of categories of services prioritized by the Planning Council as important in the continuum of care. They recommend the deletion of Counseling & Testing, Respite Care, Early Intervention Services, and Family Support Coordination. They recommend the addition of the Health Insurance service category to the bottom of the prioritized list of categories. They recommend limiting discussion of Minority AIDS Initiative funding to Primary HIV Medical Care, Outreach Services, Case Management, Mental Health Services, and Substance Abuse Services. They recommend that the categories remain prioritized as they currently are (with the final category being the addition of Health Insurance). Eric Moore said additions require full reprioritization. John Sapero explained that the addition of Health Insurance is to enable proper reporting and allocation in line with the way we are currently funding medical co-pays and insurance. Keith Thompson recommended moving forward with the committee's recommendations, leaving it to the Council to decide. Larry Stähli reviewed the planned agenda for the next committee meeting.

Meeting Minutes *continued*

Rules Committee: Eric Moore presented a code of conduct and a clarification on the policy for leaves of absence.

MOTION: Larry Stähli moved to recommend the code of conduct. Keith Thompson seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

MOTION: Larry Stähli moved to recommend the clarification memorandum. Randall Furrow seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

The committee awaits Policies and Procedures from the Executive Committee, the Education & Empowerment Committee, and the Allocations Committee. The July meeting is cancelled. August topics include revisions to the Bylaws. Rules Committee Chair Eric Moore will make a presentation about conflicts of interest at the next Council meeting.

Membership Committee: Randall Furrow reported the committee did not meet in June and will meet a week later than usual in August. Panel members will be interviewing a new applicant and one member for reappointment through the open nominations process. Terri Leija explained that new background investigation procedures are delaying the approval of 10 nominees awaiting membership on the Council.

Action Item	Responsible	Due
Confirm whether investigations occur for all similar appointments and not only for the Planning Council	Terri Leija	8/2/06

Formulary Workgroup: John Sapero reported that the workgroup is recommending dissolution of the formulary for Title I contingent upon the transfer of the few remaining drugs to Title II (ADAP).

Community Planning & Assessment Committee: Larry Stähli reported that the committee did not meet in June and will meet again in August. Jeff Daniel will present the needs assessments for African-Americans, Hispanics, and those PLWH/A who are not in care. The committee will also determine what needs assessment should be commissioned next.

Education & Empowerment Committee: Larry Stähli reported that John Zielinski has joined the committee. The committee is developing consumer fora.

Standards Committee: Eric Moore reported that the committee discussed the service category definition for Emergency Financial Assistance and the changes required since the definition includes portions not in the HRSA definition. The committee will review the definition again after further clarification is received from the AA.

Meeting Minutes *continued*

Planning Council Support budget

John Saperro of Planning Council Support presented the proposed budget for 2007. There is increased need for food at meetings. A decrease in mono-lingual Spanish speaking attendees has reduced translation services needs for Council activities (not to be confused with interpretation at agencies). Terri Leija said that barriers to Hispanic involvement with the Council will be addressed well through the consumer events that Mark Kezios is investigating.

Needs assessment will be restructured to develop a more comprehensive approach.

This year's popular Leadership Academy may expand to include the entire Council in appropriate training.

There is a decrease in room rental fees that are used for special functions like PSRA.

MOTION: Larry Stähli moved to recommend the Planning Council Support budget. Eric Moore seconded.

DISCUSSION: Keith Thompson clarified that the Council may vote to approve the budget at the next Planning Council on Thursday, July 13.

OUTCOME: The motion passed.

Discussion regarding the replacement of the Education & Empowerment (E&E) Chair and the election of a Positive Community Representative

MOTION: At the recommendation of Council Chair Mark Kezios, Randall Furrow moved to nominate MiAsia Pasha to be the Chair of the Education & Empowerment Committee. Larry Stähli seconded.

DISCUSSION: Eric Moore clarified eligibility.

OUTCOME: The motion passed.

Mark Kezios requested that the nominations for the election of a Positive Community Representative should occur early on the agenda at the next Planning Council meeting. It should be emphasized to all that this election is only through self-nominations. Criteria will be presented in writing.

Executive Committee Policies and Procedures discussion

Eric Moore requested volunteers to independently edit sections of the P&Ps, which will be compiled and distributed via email prior to the next Executive Committee meeting.

Action Item	Responsible	Due
Distribute electronic file of P&Ps for editing	Planning Council Support	7/25/06
Draft Section IX, XIII and XVII	Mark Kezios	7/30/06
Draft Section X	Terri Leija	7/30/06
Draft Section XIV	Keith Thompson	7/30/06

Meeting Minutes *continued*

Draft Section XV	Maclovía Zepeda	7/30/06
E-mail compiled drafts to Planning Council Support	Eric Moore	8/2/06

Determination of the Planning Council meeting agenda and review of action items

In addition to the standing items, the following topics were planned for the upcoming Planning Council meeting:

- **Positive Community Representative self-nominations**
- **Carry over request revisions**
- **Service Category revisions**
- **MAI funding recommendations**
- **Code of Conduct**
- **Clarification Memorandum on Leaves of Absence**
- **Title I Formulary recommendations**
- **Planning Council budget**
- **Conflict of interest declarations**
- **Priority Setting and Resource Allocation process overview**

The Chair urged care to ensure that all could be discussed in the allotted time.

Current event summaries

Terri Leija reported that the mayor's National HIV Testing Day was successful and the County Supervisors are enthusiastic about participating more next year.

Randall Furrow announced the passing of longtime community advocate, volunteer and fundraiser Tim Fiedor. Services are planned for Saturday, July 15.

Call to the public

None.

Adjourn

The meeting adjourned at 5:52 pm.

The next meeting of this committee is scheduled for: Thursday, August 3, 2006. The Executive Committee generally meets on the first Thursday of each month.